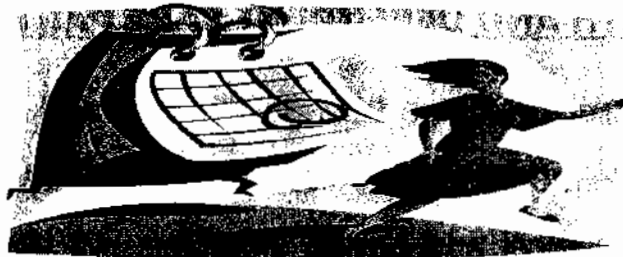


Claims Payment Process

- The Claims payment process will continue to be paid through the City's normal payroll system. If you get a paycheck, you'll get your claim reimbursement via the same pay process, i.e., a paycheck on payday. If your pay is via direct deposit, you'll get your claim payment via direct deposit on payday. Since we are using the City's payroll system we must conform to the data submission requirements of that system. Claims must get in earlier in the payroll cycle but they will be paid on payday, not several days later.
- To assist in your claim submission scheduling, the following claim submission cut off dates for the indicated payrolls are provided. January through September 2005 dates will be announced later.

Submission of your claims ON or BEFORE the due dates shown below will help to ensure they are processed and in your paycheck on your payday.



| PAY DATE (Actual Day) | CLAIMS SUBMISSION DUE DATE (in Human Resources) |
|------------------------------|--|
| October 15 th | October 1 st |
| October 29 th | October 15 th |
| November 15 th | October 29 th |
| November 30 th | November 12 th |
| December 15 th | December 1 st |
| December 31 st | December 15 th |

Claim Payments will be identified on the check stub or pay advice as either "**Dep Care Claims Pymt Non-Txbl**" or "**Med Care Claims Pymt Non-Txbl**". These payments will not be taxed or effect an employee's reported (W-2) earnings. The year to date column (YTD) will display the total amount paid for claims in the calendar or tax year, not the Reimbursement Account year.